



**CPTP EDI News Bulletin #006**  
**9/22/2008**

**GROUP CLAIMS**

**Attention: All EDI Providers**

**STOP – Impact on You**

The **Group Claims** need to be entered properly in order to be reimbursed for rendering group services including other/additional staff in the group claims.

**CAUTION – What You Need to Know**

1. Only one claim per DMH client should be submitted for a group session, regardless of the number of providers participating.
2. Total billable time is calculated by adding all the providers' times, including any documentation time. (Total of all providers' face-to-face time + Total of all providers' other time = Total billable time)
3. Each claim includes the total time / number of clients "represented", absent DMH clients may be represented by collaterals. Non-DMH clients are only counted if they are present.
4. The billing calculation should add the number of DMH clients present, the number of absent DMH clients represented by a collateral and the number of non-DMH clients to get the total number of clients for the billing calculation. (Number of DMH clients present + number of absent DMH clients represented by collateral + number of non-DMH clients = Total number of clients for the billing calculation)
5. The total claim amount for each claim is calculated as: (Total billable time) / (Total number of clients as calculated in paragraph 4 above).

**GO – What You Need to Do**

**EXAMPLES:**

1. A 100 minute group session with five DMH clients present and two providers. The rendering provider spends 25 minutes on progress notes. The total time for the claim is 225 minutes (two providers \* 100 minutes + 25 minutes of other time) / five DMH Clients) = 45 minutes per claim.



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The system should create five claims. Each claim is for 45 minutes. Either provider can be included in the claim as the rendering provider.

2. A 100 minute group session with four DMH clients present and one absent DMH client represented by collateral and two providers. The rendering provider spends 25 minutes on progress notes. The total time for the claim is 225 minutes (two providers \* 100 minutes + 25 minutes of other time) / five DMH Clients) = 45 minutes per claim.

The system should create five claims. Each claim is for 45 minutes. Either provider can be included in the claim as the rendering provider.

3. A 100 minute group session with four DMH clients present and one collateral accompanying a DMH client who is present, and two providers. The rendering provider spends 25 minutes on progress notes. The total time for the claim is 225 minutes (two providers \* 100 minutes + 25 minutes of other time) / four DMH Clients) = 56.25 minutes per claim. The claim fractional minutes are rounded up or down based on the following formula. If the fractional minutes equal .5 or above, round up to the nearest minute, otherwise, round down. In this case, the minutes per claim would become 56.

The system should create four claims. Each claim is for 56 minutes. Either provider can be included in the claim as the rendering provider.

4. A 100 minute group session with four DMH clients present and one non-DMH client present; and two providers. The rendering provider spends 25 minutes on progress notes. The total time for the claim is 225 minutes (two providers \* 100 minutes + 25 minutes of other time) / four DMH Clients + one non-DMH client) = 45 minutes per claim.

The system should create four claims. Each claim is for 45 minutes for four DMH clients. There is no claim created for the non-DMH client, however, they are counted in the billing calculation. Either provider can be included in the claim as the rendering provider.

If you have any questions, please call the Help Desk at (213) 351-1335.